

**SUMMARY OF THE  
ON-SITE ASSESSMENT COMMITTEE MEETING  
APRIL 17, 2002**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, April 17, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). The Chair Dr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. The Agenda is given in Attachment A. A list of Action Items generated during this meeting is given in Attachment B. A List of Participants is given in Attachment C. *The purpose of the meeting was to address items of importance identified in the Agenda.*

## **INTRODUCTION**

Dr. Sotomayor called the meeting to order by taking attendance and reviewing the agenda.

## **TOPICS OF AGENDA**

### ***Agenda Repair***

No changes were made to the agenda for this teleconference.

### ***Announcements***

New Scribe – The new scribe assigned by Anteon for the committee will be Erin Scheffler. The contact information has been distributed to the committee.

Plan for Detailed Agenda for NELAC 8 – The deadline for submitting to Ms. Jeanne Hankins the committee's detailed agenda for NELAC 8 is May 01, 2002. Dr. Sotomayor will prepare and distribute to the committee a draft agenda for review, suggestions, and discussion as soon as possible.

NELAC 8i – The NELAC 8 Interim Meeting is now tentatively scheduled for Santa Fe, NM on the week of November 18, 2002.

### ***Status of Action Items***

- ***Electronic Assessor Forum*** – Mr. Wayne Davis reported on the presentation by Mr. David Friedman to the Board of Directors regarding the proposed electronic assessor forum. The Board agreed on the value of such a forum and on the direction the committee is pursuing. More research on how to fund future electronic forums is needed. The committee hopes to make a formal announcement of the electronic forum at NELAC 8.
- ***Request of Assessor Concerns on NELAC Standards*** – Dr. Sotomayor has been working on the materials needed for NELAC 8. He has postponed this task until mid-May.
- ***Method Checklists*** – Mr. Sheibley announced that a notice (an “Alert”) has been posted on the NELAC website announcing that the Method Checklists will be deleted on May 10, 2002. The Accrediting Authorities all agreed it would be wise to remove the method checklists. Mr. Sheibley will make another announcement at their teleconference on May 07, 2002.

### ***Committee Membership***

Dr. Sotomayor announced that the nomination of new members for the committee must be submitted by May 01, 2002. Mr. David Friedman and Ms. Mimi Uhlfelder terms expire after NELAC 8. Dr. Sotomayor presented the names of the interested parties for filling the position held by Mr. Friedman. The committee held a discussion and a final determination was made for filling this vacancy. The committee discussed and agreed that the position held by Ms. Uhlfelder would need to be filled by another Contributor. Suggested names were discussed and it was decided that Dr. Sotomayor will do further research to obtain more information on the suggested replacements prior to or at the May 01, 2002, teleconference for committee review, discussion, and vote.

### ***Combined Appendix C***

Ms. Uhlfelder presented and the committee reviewed the revisions made to Appendix C. The changes made concentrate on the incorporation of Appendix D and received comments. The appendix was formatted as an outline for consistency with other appendices and reading ease. The section on “Opening Conference” was revised and expanded to be more consistent with what is presented in the NELAC Standard. The CBI text is now consistent with the new text prepared by Mr. Sheibley. This committee reviewed, commented, and made suggestions to the text through Section 3.3.3.

Dr. Sotomayor requested that members review the remainder of the document after the teleconference. All comments are to be distributed among the committee members by email in time for Ms. Uhlfelder to update the draft for review at the next On-Site Assessment Committee teleconference.

## **NEXT STEPS**

The next steps are captured in the list of Action Items in Attachment C.

## **ADJOURNMENT**

There being no other issues to discuss, the meeting was adjourned.

## **NEXT TELECONFERENCE**

The next teleconference is scheduled for May 01, 2002, at 1:00 p.m., EDT.

**AGENDA**  
**ON-SITE ASSESSMENT COMMITTEE MEETING**  
April 17, 2002

- Call-In/Roll Call
- Agenda Repair
- Announcements
  - New Scribe
  - Plan for detailed Agenda for NELAC 8
- Status of Action Items
- Committee Membership
- Combined Appendix C
- Next Steps/Adjournment

**ACTION ITEMS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
APRIL 17, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1	Prepare and distribute to committee a draft of the NELAC 8 detailed agenda for review, discussion, and revision. (Sotomayor)	ASAP
2	Detailed agenda and documents due to Ms. Hankins. (Sotomayor)	05/01/02
3	Present to Committee more information on suggested replacements for Ms. Uhfelder. (Sotomayor)	05/01/02
4	Submit membership nominations to Ms. Hankins. (Sotomayor)	05/01/02
5	Complete review of consolidated Appendix C. (Committee)	05/01/02
6	Submit Chapter 3 text to Ms. Hankins for NELAC 8. (Sotomayor)	05/01/02
7	Delete Method Checklists from NELAC website. (Webmaster)	05/10/02
8	Develop a form to solicit assessor concerns with the NELAC Standards.	5/15/02

**PARTICIPANTS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
APRIL 17, 2002**

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